



SAN JUAN COUNTY JOB DESCRIPTION

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| Job Title: Office Clerk | Step: 25 |
| Department: Road | Grade: 4 |
| Effective Date: 01/01/2013 | |
| Revision Date: September 30, 2016 | FLSA Status: Non-Exempt |

General Purpose

This position requires the employee to perform a variety of clerical and technical work.

Supervision Received

Supervision Exercised

Essential Functions

- Performs basic office duties such as answering telephone and directs individuals to the appropriate personnel.
- Operates office equipment such as: copiers, facsimile machines, computers and other related office machines.
- Compile, copy, sort, file, type, greet public and directs calls and individuals to the appropriate supervisor or department. Also, schedules fleet vehicles as needed for other departments.
- Responsible in training other co-workers and employees as assigned.
- May be required to be trained in specialized skills within the functioning of the Road Department, such as gravel testing. Should be able to train other Road Department employees in the gravel testing process.
- May assume responsibilities of coordinating projects between the Road Department, with other departments, agencies or contractors.

Minimum Qualifications

- Graduation from high school or equivalent combination of education and experience.

Required Knowledge, Skills and Abilities

- Has some knowledge of accounting practices and procedures.

- Has the ability to establish and maintain effective working relationships with employees, other departments, agencies and the public.
- Has the ability to follow written and verbal instructions.
- Ability to communicate effectively verbally and in writing.
- Must have a valid Utah Driver’s License.
- Have computer skills and knowledge in Word, Excel, E-File and is able to easily adapt to County software programs.
- Must be meticulous in work habits and reports.
- Must have the knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Must be adaptable with weekly schedule.

Special Qualifications

Work Environment

- Work may be performed in noisy places.
- Can be exposed to conditions such as: fumes, noxious odors, dust, mists, gases and poor ventilation.
- Work may require working in the outdoors, in hot, cold or inclement weather.
- Work could expose the employee to unknown, dangerous, and/or life threatening conditions including working near moving equipment, hot oil, working at night, in rain or snow and other weather related conditions.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above Job Description.

Date: _____

